



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

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Vermont Relay: call 7-1-1 or 800-253-0191

Mayoral Projects Coordinator Mayor's Office

POSTING DATE: July 8, 2013

RATE OF PAY: \$41,787.98 annual

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled

POSITION STATUS: Regular FT

NUMBER OF POSITIONS AVAILABLE: 1

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position assists the Chief of Staff with all essential functions set forth in the Chief of Staff job description. This position works directly with the Chief of Staff to engage with City Departments, community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers to implement Mayoral initiatives, programs, and projects. This position coordinates with City Departments and relevant community stakeholders the process, meetings, and other steps necessary to execute Mayoral initiatives and to ensure public engagement in Mayoral programs and projects. This position assists with Mayor's Office communications with both community members and the media. This position staffs the Mayor at internal City meetings and community events. This position is a mayoral appointment, and serves at the pleasure of the Mayor and reports directly to the Chief of Staff.

Essential Functions:

- Assist the Mayor and Chief of Staff with coordinating and implementing Mayoral initiatives, programs, and projects with relevant and appropriate City Departments.
- Assist the Mayor and Chief of Staff in relationship-building with community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers.
- Coordinate with Mayor's Office Assistant II position to ensure timely response to inquiries from members of the public, including meeting with Mayor's Office visitors and timely responding to constituent correspondence.
- Attend public and City meetings related to Mayoral projects in the Mayor's absence as needed.
- Assist the Mayor and Chief of Staff with City Council and committee meeting preparations, attend meetings when necessary, and engage in appropriate follow-up activities.
- Assist Chief of Staff with search processes for Mayoral appointments.
- Assist Chief of Staff with annual report preparation.
- Assist Chief of Staff with preparation of media advisories, releases, policy statements, proclamations, letters, and other written materials.
- Assist Chief of Staff in preparing City-wide communications, including print, television, radio, and other social media.
- Assist Chief of Staff in keeping Mayor's Office Facebook page and Twitter stream current.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in public administration, political science, communications, or related field. Equivalent training and experience may be substituted for education.
- Minimum of two (2) years' work experience in a related field preferred.
- Demonstrated excellent written and verbal communications skills, including ability to represent Mayor's Office in situation requiring public speaking.
- Ability to multi-task and work in a fast-paced, high-pressure environment.
- Strong interpersonal skills required, including ability to work closely with co-workers in a small office environments.
- Ability to creatively problem solve.
- Ability to provide guidance to student interns.
- Evenings and weekends may be required.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services.

Submit City of Burlington Application, cover letter and resume by to: Human Resources Department, 179 South Winooski Ave., Burlington, Vermont 05401. To obtain an application or for information about the City of Burlington, please see our website:

www.burlingtonvt.gov/HR.

Available in alternative formats for persons with disabilities.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.